

Department of Early Learning

Policy Title:	10.2.2 Summary Suspension Policy		
Procedure:	See Attached		
References:	WAC 170-151-090; 170-151-097; 170-295-0100; 170-296-215; 170-296-0450; 170-296-460; 170-03-0300. RCW 43.215.300; 43.215.300; 34.50.422		
Applies To:	Licensing Staff	Contact:	Quality Division
Effective Date:	2/1/09	Review Date:	2/11
Reviewed:	<input checked="" type="checkbox"/> Licensing SAM's <input checked="" type="checkbox"/> Asst. Director Quality <input checked="" type="checkbox"/> LPART		
Other Review (list)			
Director Approved:	<i>Karen Sweet</i>		

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term “child care facility” is used to indicate licensed family child care homes, child care centers and school age programs.

Purpose

Clarify and standardize the agency decision-making process when summary suspension of a child care facility is indicated under Washington state law and administrative code (regulations). Expectations of DEL personnel are clarified in this policy and it's accompanying Summary Suspension Procedure.

Policy

- I. The DEL Director or designee(s) shall review and approve, deny, or request further documentation regarding the agency's recommendation to summarily suspend a child care facility's license.
- II. The summary suspension of a license is an interim, time-specific measure. A license is in effect unless it is :
 1. Revoked.
 2. The renewal application is denied.
 3. The facility voluntarily closes.
 4. The facilities relinquishing the license.
- III. DEL personnel will adhere to all components of the attached Summary Suspension Procedure when:
 1. Repeated, numerous or serious non-compliance with Washington state law and regulations is reported, observed and documented.
 2. The health and safety of children in a licensed child care facility is deemed, in the professional judgment of DEL personnel, to be in jeopardy.
- IV. In addition to adherence with all components of the Summary Suspension Procedure, DEL personnel are expected to:
 1. Professionally, accurately and in a timely manner prepare for a summary suspension, as outlined in the Summary Suspension Procedure;

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2. Respectfully communicate with the child care facility, providing accurate information about the Summary Suspension Procedure and the child care facility's rights and responsibilities;
 3. Respectfully communicate with parents or legal guardians, to the extent possible, notifying them that the Summary Suspension Procedure is underway; and
 4. Access legal counsel when appropriate and approved by supervisory personnel.
- V. In instances where imminent risk of harm to children necessitates immediate action that does **not** allow for the Revocation Procedure to be adhered to, the DEL Director or designee(s) will approve summary suspension of a child care facility's license as an interim measure to protect the health and safety of children and:
1. The DEL Summary Suspension Policy and Procedure must be followed in these instances.
 2. When a summary suspension is initiated, DEL personnel, when appropriate, seek to either assist the provider in correcting the issues **or** begin the process of revocation.
- VI. DEL personnel will adhere to and take action in accordance with the decision of the DEL Director or designee(s).

Attachments

Summary Suspension Procedure

Licensed Critical Incident Report

Revocation/Denial Recommendation Form

Notice of Summary Suspension and Revocation of Family Home License

Notice of Summary Suspension and Revocation of Child Care Center License